HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY REANNOUNCEMENT Announcement No: EURIZ-427653-SC Opening Date: 24 Aug 12 Closing Date: 06 Sep 12 Position Title, PP-Series-Gate: Program Assistant (O/A), GS-0344-07 Salary Range: \$33,979.00 - 544,176.00 Work Schedule: Full Time Permanent Location: Commander Saish Fleet (CNE-CNA-C6F), Capodichino, Naples, Italy How to Apply Please read the Instructions by clicking on the following link, before submitting your application/resume: https://www.cnic.canv.mil/Naples/Departments/HumanResources/Office/Jobs/LocalUSVacancie/Sindex.htm This link above has been updated to provide detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment. ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT. Who May Apply Win May Apply U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions: Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments. Click here for detailed information regarding this eligibility; or Current DoD employees serving under career or career conditional appointments. The incumbent provides direct support to the program analyst, program manager and program office requirements. Reviews resources expended and milestones men throughout program/project workload for organizations encompassing manpower, resource and financial requirements. Reviews resources expended and milestones men throughout program management documents. Analyzes statements of functions prepared by operating personal or others and reviews related material. Attends planning conferences and meetings which affect current and future program/project workload for organizations of records. Pepares recorespondence, feporfs and other documents in draft and final form	D			
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Applicants are strongly encouraged to develop an account in the USAJOBS system which		Applicants are strongly encoura	ged to develop an account in the USAJOBS system which	
allows you to print your completed resume http://www.usajobs.com/ utilizing the resume				
builder to complete your resume will ensure that you are providing important information		builder to complete your resum	e will ensure that you are providing important information	
about your experience and education and will optimize your consideration for vacancies.				
Job Conditions 1. Selectee must be eligible to obtain and maintain a Security clearance. Applicants are asked to	Job Conditions			
specify on resume level of Security Clearance currently held.		specify on resume level of Secu	urity Clearance currently held.	

	2. Selectee will be required to serve one (1) year probationary period.		
	3. A fully qualified typist is required. Applicants must certify typing speed on resume. See		
	conditions on Instructions for U.S. Citizen local Vacancy Announcements.		
	4. Employee may be required to work overtime.		
	5. Employee may be required to work other than duty hours, which may include evenings,		
	weekends and holidays		
Application Status	For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-		
	5409, Monday through Friday, 0900-1500, at least 15 days after the closing date of the		
	announcement, providing the announcement number. Your inquiries will be responded to within 3		
	business days. Applicants will be notified only if selected. Please contact same number above for		
	any inquiries regarding this vacancy announcement.		
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